

**Draft**  
**Suffolk Regional Local Human Rights Committee Meeting Minutes**  
**5268 Godwin Blvd.**  
**Suffolk, VA**

**December 4, 2012**

**Committee Members Present:**

- Steven Alexander, Chair
- Yvonne Green, Vice-Chair
- Nora Butler
- Tina Copeland

**Others Present:** Reginald Daye, Regional Advocate

**SRLHRC Affiliates Present:** *Baker's Home, Inc.* (Claudette Jones), Quality Community Supports, Inc. (Juliet Sawi)

**CALL TO ORDER:**

- ✓ The meeting was called to order by Ms. Yvonne Green at 8:30 AM.

**I. ACKNOWLEDGEMENTS AND INTRODUCTIONS:**

- ✓ Mr. Daye asked the affiliate present to describe the organization she represented.

**II. REVIEW AND APPROVAL OF MINUTES:**

- ✓ Ms. Green asked for a motion to approve the minutes of the meetings held on August 14, 2012 and the sub-committee meeting held on November 13, 2012. The motion was seconded and the minutes were approved.

**III. PUBLIC COMMENTS:**

- ✓ None

**IV. TREASURER AFFILIATES' REPORT:**

- ✓ No report was provided. It was noted that the Treasurer's report is for providers' purposes only.

**V. REGIONAL ADVOCATE'S REPORT:**

- ✓ For the record, Mr. Daye stated that the Annual report is due January 15, 2013 (January 1, 2012 to December 31, 2012). The affiliates should attach the four quarterly reports to the annual report form. They will only need to provide cumulative totals on the annual report form if they attach the 4 quarterly reports.
- ✓ Fourth quarterly report (October, November and December) is due January 15, 2013.
- ✓ The Annual Seclusion and Restraint Report must be sent to the DBHDS, Quality Assurance Office, Ms. Marion Greenfield by January 15, 2013.
- ✓ Mr. Daye repeated that Serious Incident and Death's should be faxed within 24 hours to the DBHDS in Richmond.
- ✓ Mr. Daye advised the Committee Members that two members required Freedom of Information Act training. He would provide this training at the conclusion of this meeting.
- ✓ Mr. Daye advised the Committee that there was still a vacancy on the SRLHRC for a consumer.

**VI. CHAIR COMMENTS**

- ✓ None

**VII. PROGRAM UPDATES AND HUMAN RIGHTS REPORT:**

- ✓ *Quality Community Supports, Inc.:* Ms. Sawi reported that 23 consumers were served. There were no allegations of abuse or neglect. There were no complaints of violations.

**VIII. OLD BUSINESS:** None

**IX. NEW BUSINESS:** None

**X. EXECUTIVE SESSION:**  
No session was required.

The next meeting is scheduled for February 12, 2013 at WTCSB at 8:30 AM.

**XI.** Mr. Daye provided 2012 annual training on the Freedom of Information Act for Steven Alexander, Yvonne Green and Nora Butler.

**XII.** Meeting adjourned at 10:15AM.

Respectfully Submitted by,

Claudette B. Jones  
Baker's Home, Inc.  
12/5/12